SERVICE TREATMENT RECORDS (STR)

SERVICE TREATMENT RECORD

General Information

- MARADMIN 559/14 – Guidance for Archiving Health Service Treatment Records (STRS) for all United States Marine Corps Active / Selected Reserve Service Members
- Admin is the only control point for this initiative.
- https://www2.manpower.usmc.mil/str (click on this link to request access)
- Two roles are required: Supervisor (Admin Chief) and Clerk (Separations Clerk)
- Your command should have received a scanner and label maker
- Email mfraau@usmc.mil with computer names to have the required software pushed to process STRs
- A completed STR includes: Complete medical and dental documentation, civilian medical and dental documentation of services provided, Armed Forces Health Longitudinal Technology Application (AHLTA) Web Print (AWP) information, and the DD 2963

SERVICE TREATMENT RECORD

General Information cont

- The unit has up to NLT 5 working days past the Marine's separation date to transfer / mail the STR to the USMC STR Central Cell.

- It is **mandatory** to mail STRs via USPS with signature confirmation. If the unit has a Pitney Bows contact MFR G-1 Adjutant if more funding is needed. If the unit's mailing services are being provided by base/station and there are problems in meeting this requirement contact MFR AAU for further guidance

- If boxed, it should be labeled "Marine Corps STR".

MAILING ADDRESS:

RESERVE AFFAIRS ATTN: STRRCC
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

SERVICE TREATMENT RECORDS

Definition: Service Treatment Records (STR) are service provided medical and dental documentation, to include civilian provided medical and dental documentation, Armed Forces Health Longitudinal Technological Application (AHLTA) Web Print (AWP) information, and the STR certification letter DD form 2963

Responsibilities:

- Senior Medical Department Representatives must ensure a complete

STR and DD form 2963 (STR certification document indicating a thorough review of all known STR systems and records have been completed prior to relinquishing STRs to those separating Marines

- Marines separating must turn-in their original STR to the IPAC/admin
- IPAC/admin must immediately create an STR case in the STR

SERVICE TREATMENT RECORDS

Process:

- The Marine requests a hard copy of his/her dental and medical record from Medical (only if medical and dental records are maintained electronically).

- Medical gives the Marine the STR and the Certification Letter (DD form 2963) to submit to servicing administrative office .

- The Marine gives the STR and DD form 2963 to the servicing administrative office prior to executing the following: PTAD/terminal leave, LWAS, retirement, EAS/ECC (to include relacdu) Res EAS, discharge, transfers to the IRR/IMA.

- When an SMCR Marine Separates, unit admin will retrieve the STRs from the medical department representative and submit them to the USMC STR Central Cell.

SERVICE TREATMENT RECORDS ROLES

User Roles and Permissions: The following table maps the system permissions granted to each role.

Permission by Role	Viewer	Clerk	Supervisor
View Cases	X	X	X
Create Cases		X	X
View Records	X	X	X
Add Records		X	X
Delete Records	X	X	X
Delete Cases			X
View Shipments	X	X	X
Create Shipments		X	X
Add Records to Shipments		X	X
Delete Records from Shipments		X	X
Delete Shipments			X
View Reports Dashboard	X	X	X
Run Generic Reports	X	X	X
Associated to multiple Facilities			X
Approve Viewer Permissions		X	X
Approve Clerk Permissions		X	X

Create a Case

- Scan the barcode on the front of a Government issued ID Card (Preferred)
- Scan the barcode on the back of a Government issued ID Card
- Manually search for EDIPI in order to identify the Marine

SCAN BARCODE ON GOVERNMENT ISSUED ID CARD

By the numbers:

1. By default, the cursor should be in the Bar Code / EDIPI field. If not, click this field before scanning barcode.
2. Using the barcode reader, scan the 2d barcode on the front of the ID Card ***or***
3. Using the barcode reader, scan the 1d barcode on the back of the ID Card
4. The system will read the EDIPI number from the CAC, populate the Bar Code / EDIPI field with that number, enter a CR, and then take you to the Upload DD form 2963 screen

Manpower & Reserve Affairs

STR REGISTRY

Welcome: BARE, JAMES KENNETH JR

My Permissions Help Logout

HOME | SHIPPING | TRACKING | REPORTS | BUMED | USER MGMT

Scan CAC or Search Marine

Bar Code / EDIPI : 32256591

1

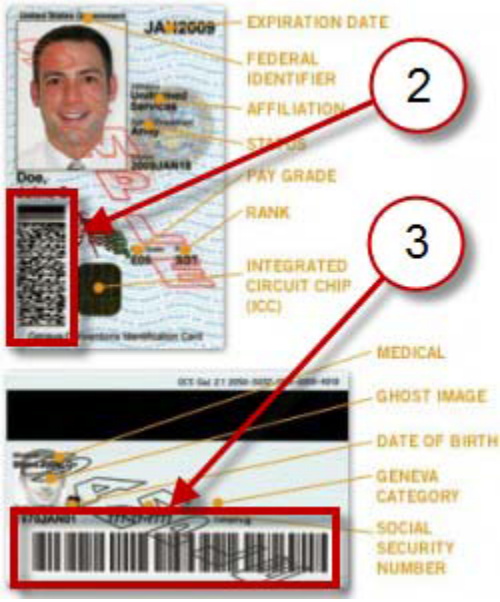
Last Name:

First Name:

Grade: PVT (E1)

4

Search Marine



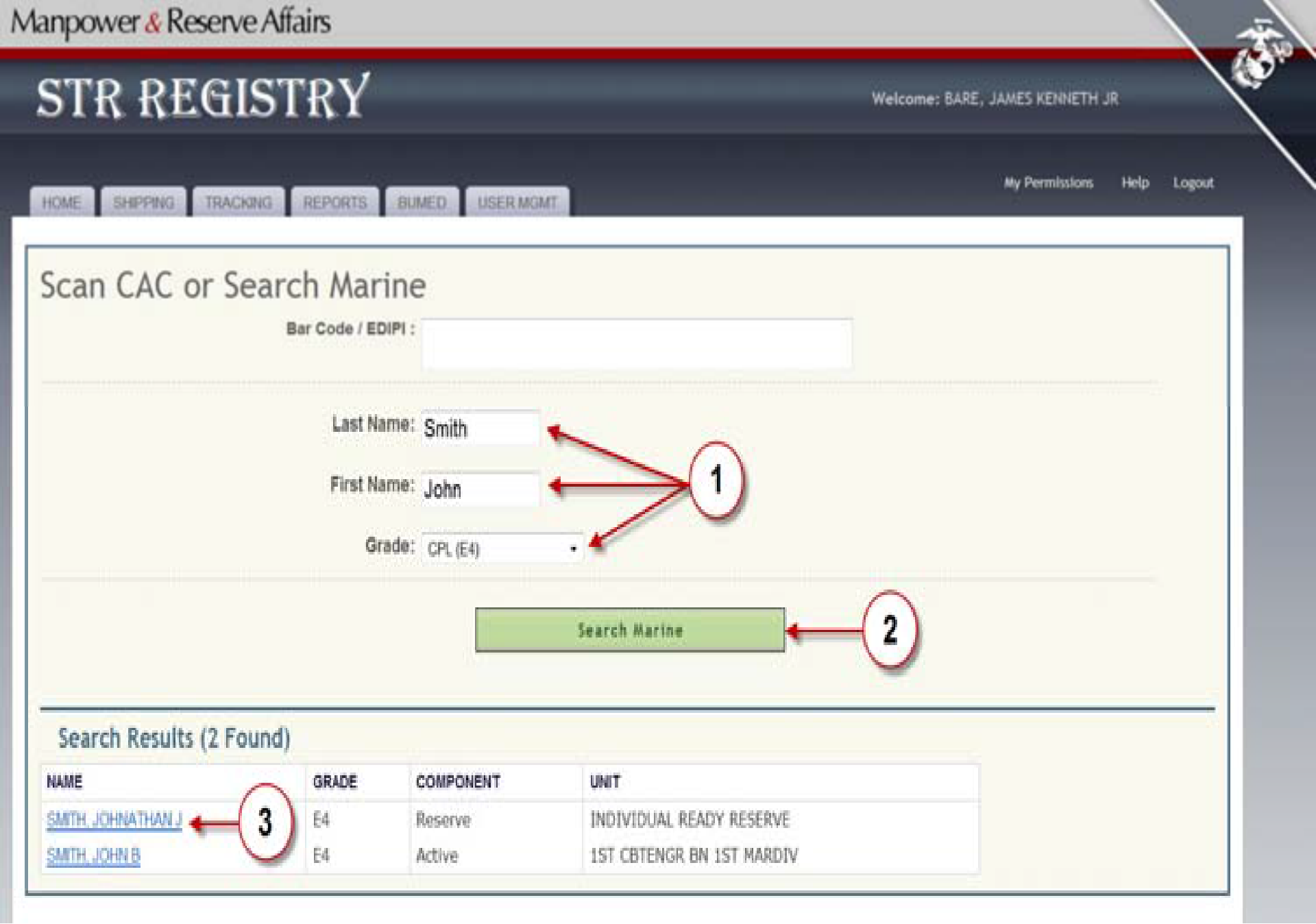
Manual Search for a Marine

By the number cont.

1. Enter Last Name, First Name, and then select Grade

2. Click ‘Search Marine

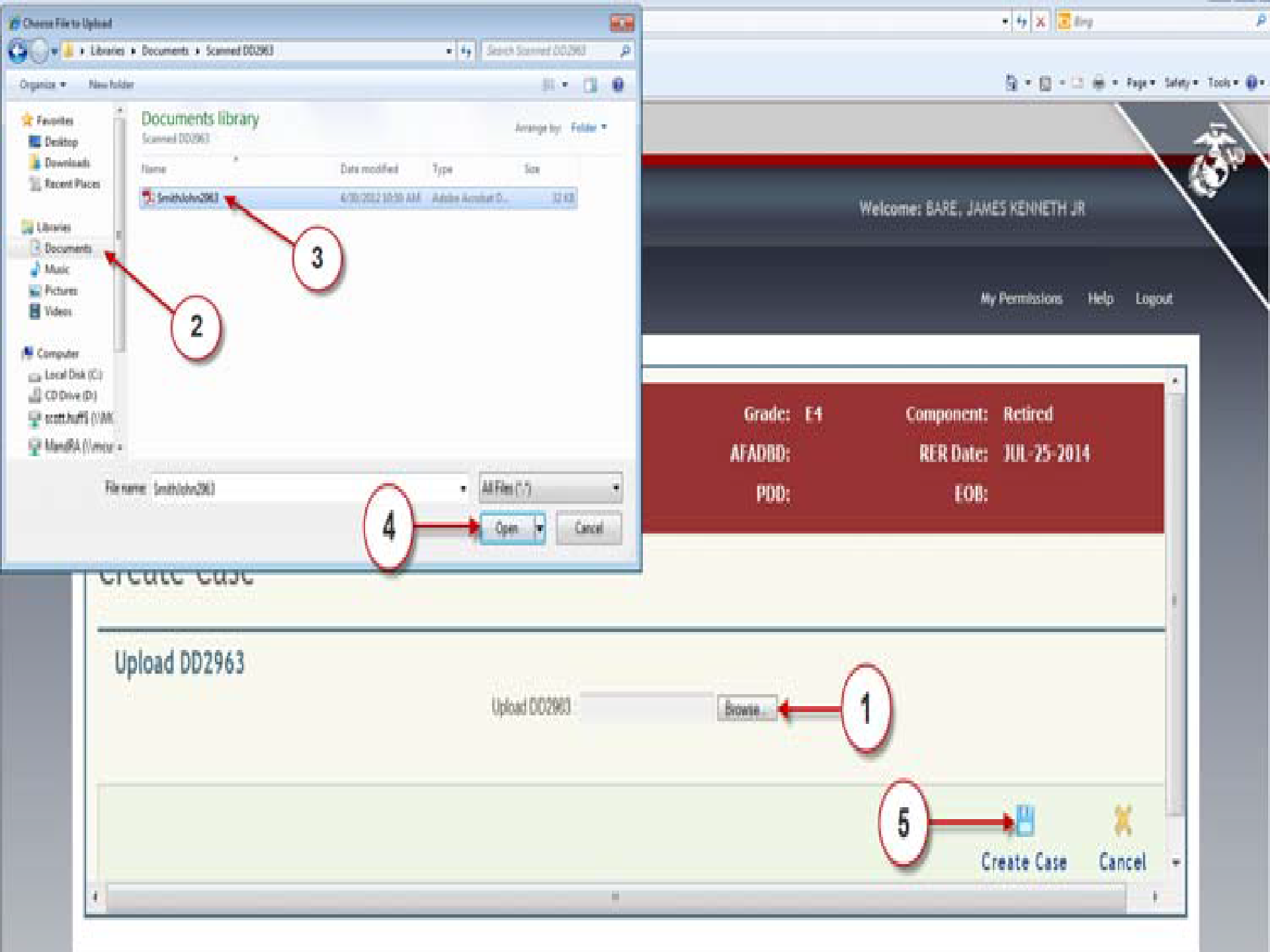
3. Click correct result from the Search Results window


Manpower & Reserve Affairs
STR REGISTRY
Welcome: BARE, JAMES KENNETH JR
My Permissions
Help
Logout
HOME
SHIPPING
TRACKING
REPORTS
BUMED
USER MGMT
Scan CAC or Search Marine
Bar Code / EDIPI :
Last Name: Smith
First Name: John
Grade: CPL (E4)
1
Search Marine
2
Search Results (2 Found)
NAME
GRADE
COMPONENT
UNIT
SMITH,JOHNATHAN J
E4
Reserve
INDIVIDUAL READY RESERVE
SMITH,JOHN B
E4
Active
1ST CBTENGR BN 1ST MARDIV
3

UPLOAD THE DD FORM 2963

By the numbers:

1. Click ‘Browse’
2. Navigate to the file location
3. Select the file
4. Click ‘Open’
5. Click ‘Create Case’

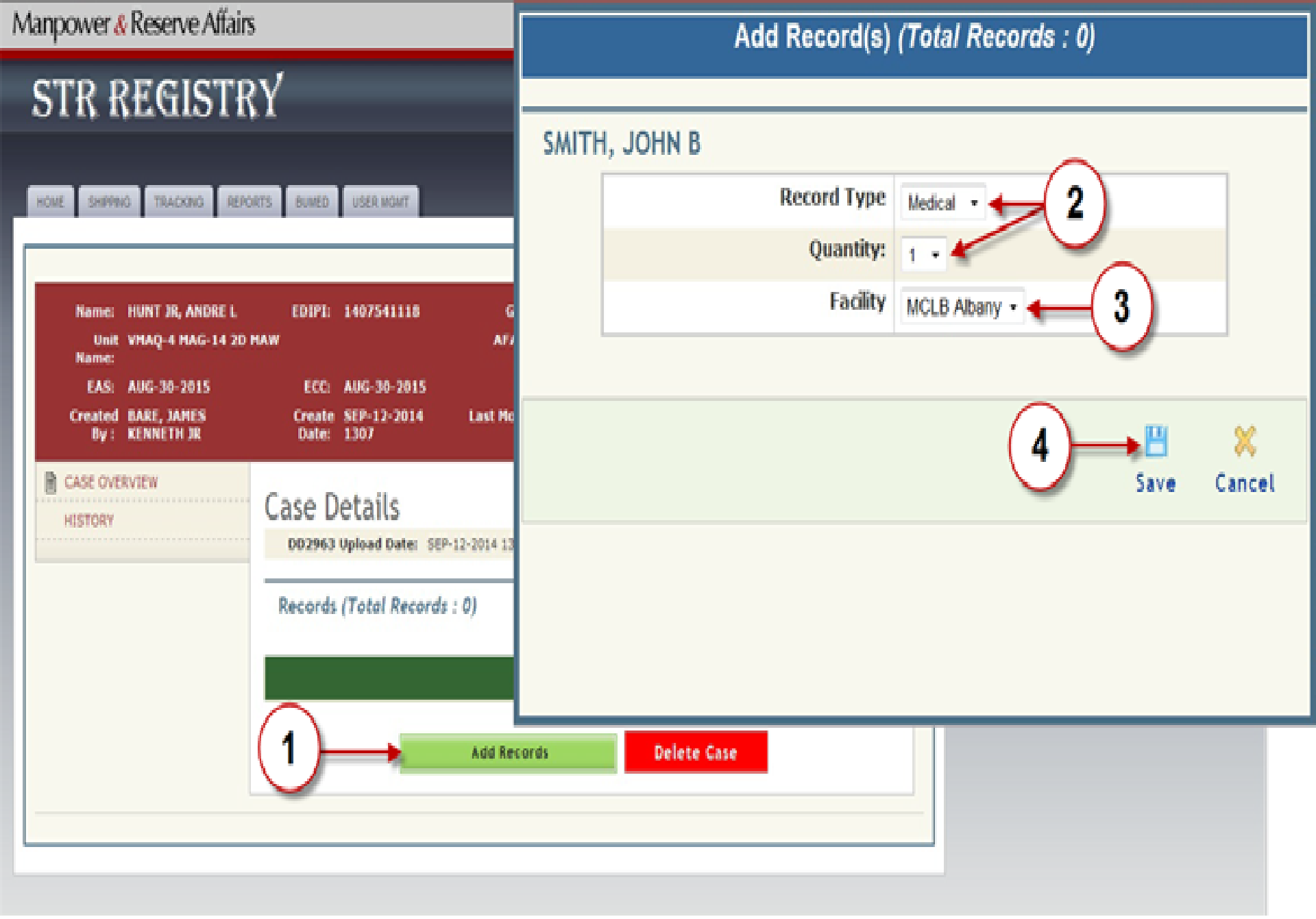

Choose File to Upload
Libraries ▸ Documents ▸ Scanned DD2963
Search Scanned DD2963
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
CD Drive (D:)
Documents library
Scanned DD2963
Arrange by: Folder
Name
Date modified
Type
Size
Adobe Acrobat D...
3
2
File name:
All Files (*.*)
4
Open
Cancel
Welcome: BARE, JAMES KENNETH JR
My Permissions
Help
Logout
Grade: E4
Component: Retired
AFADBD:
RER Date: JUL-25-2014
PDD:
EOB:
Upload DD2963
Upload DD2963
Browse...
1
5
Create Case
Cancel

ADD A RECORD

1. Click ‘Add Records’
2. Select ‘Record Type’ and ‘Quantity’
3. Select Facility
4. Click ‘Save’

USER TIP

If you are assigned to one Facility, the system will automatically create:
1 Dental Record
1 Medical Record


Manpower & Reserve Affairs
STR REGISTRY
HOME
SHIPPING
TRACKING
REPORTS
BUMED
USER MGMT
Name: HUNT JR, ANDRE L
EDIPI: 1407541118
Unit Name: VMAQ-4 MAG-14 2D MAW
EAS: AUG-30-2015
ECC: AUG-30-2015
Created By: BARE, JAMES KENNETH JR
Create Date: SEP-12-2014 1307
CASE OVERVIEW
HISTORY
Case Details
DD2963 Upload Date: SEP-12-2014
Records (Total Records : 0)
1
Add Records
Delete Case
Add Record(s) (Total Records : 0)
SMITH, JOHN B
Record Type
Medical
2
Quantity:
1
Facility
MCLB Albany
3
4
Save
Cancel

PRINT BARCODE LABELS FOR RECORDS

- Make sure the Dymo Label Printer is connected to your computer and powered on

- During first use of the Dymo Label Printer, or after replacing a roll of labels, you may have to press the blue LED button to properly spool the roll.

- The Dymo Labor Printer will print 1 label for each record. Affix the correct label to the corresponding Medical or Dental volume. The barcode label (pictured below) will designate either ‘D’ for Dental or ‘M’ for Medical.

PRINT BARCODE LABELS FOR RECORDS

1. Click ‘Print Barcode Labels’

USER TIP

By default, the system will print barcode labels for all Records associated with a case.

Name:	HUNT JR, ANDRE L	**EDIPI:**	1407541118	**Grade:**	E4	**Component:**	Active Duty
Unit Name:	VMAQ-4 MAG-14 2D MAW			**AFADBD:**	AUG-31-2011	**RER Date:**	
EAS:	AUG-30-2015	**ECC:**	AUG-30-2015	**PDD:**		**EOS**	
Created By :	BARE, JAMES KENNETH JR	**Create Date:**	SEP-12-2014 1307	**Last Modified By:**	BARE, JAMES KENNETH JR	**Last Modified Date**	SEP-12-2014 1317

CASE OVERVIEW

HISTORY

Case Details

DD2963 Upload Date: SEP-12-2014 1307 **File Size:** 32 KB (Replace) (Download)

Records *(Total Records : 2)*

Successfuly Updated

☑ **DENTAL Volume : 1 (2014091200000511)** ✕

Facility:	RFL CO I 3RD BN 23RD MAR REGT	**Record ID:**	2014091200000511
Tracking Number:		**Status:**	Ready for Shipment
Create Date:	SEP-12-2014 1316	**Created By:**	BARE, JAMES KENNETH JR
Last Modified Date:	SEP-12-2014 1316	**Last Modified By:**	BARE, JAMES KENNETH JR
EAS:	AUG-30-2015	**Grade:**	E4

☑ **MEDICAL Volume : 2 (2014091200000902)** ✕

Facility:	RFL CO I 3RD BN 23RD MAR REGT	**Record ID:**	2014091200000902
Tracking Number:		**Status:**	Ready for Shipment
Create Date:	SEP-12-2014 1317	**Created By:**	BARE, JAMES KENNETH JR
Last Modified Date:	SEP-12-2014 1317	**Last Modified By:**	BARE, JAMES KENNETH JR
EAS:	AUG-30-2015	**Grade:**	E4

Boxes will be checked by default.

1 → **Print Barcode Labels**

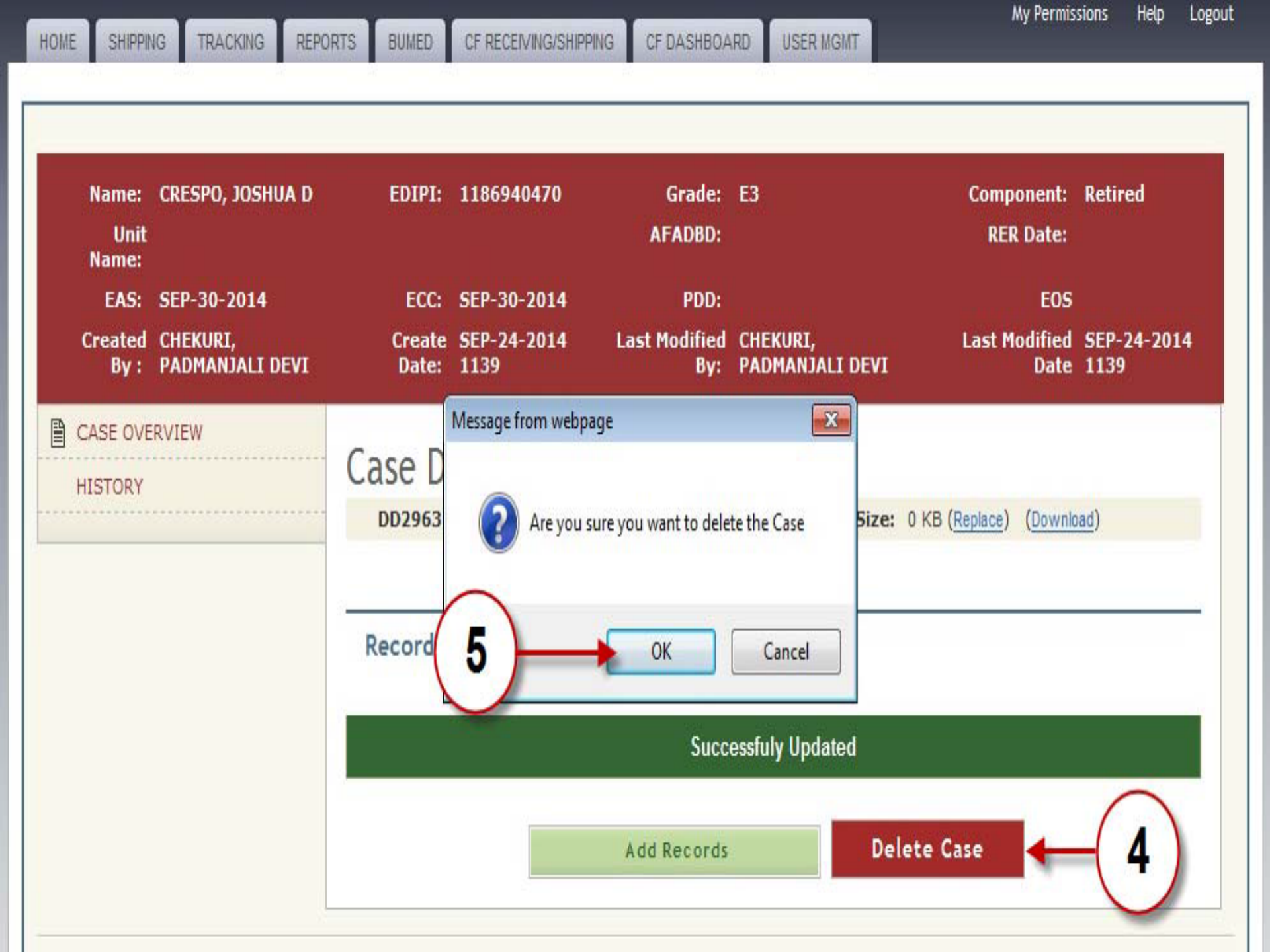
Add Records

DELETE A CASE

NOTE: You must have Supervisor privileges to perform this function

1. Delete associated Records from a Shipment, if applicable.
2. Delete all associated Records from the Case.
3. Remove and discard barcode labels on the Dental and Medical volumes.
4. Click ‘Delete Case’
5. Click ‘OK’
6. The system will take you to the ‘Scan CAC or Search Marine’ screen and present an orange alert indicating the Case was successfully deleted.

- **If the shipment is enroute to, or received by, the Central Facility the Records cannot be**


My Permissions
Help
Logout
HOME
SHIPPING
TRACKING
REPORTS
BUMED
CF RECEIVING/SHIPPING
CF DASHBOARD
USER MGMT
Name: CRESPO, JOSHUA D
EDIPI: 1186940470
Grade: E3
Component: Retired
Unit Name:
AFADBD:
RER Date:
EAS: SEP-30-2014
ECC: SEP-30-2014
PDD:
EOS
Created By : CHEKURI, PADMANJALI DEVI
Create Date: SEP-24-2014 1139
Last Modified By: CHEKURI, PADMANJALI DEVI
Last Modified Date SEP-24-2014 1139
CASE OVERVIEW
HISTORY
Case D
DD2963
Size: 0 KB (Replace) (Download)
Record
Message from webpage
Are you sure you want to delete the Case
OK
Cancel
5
Successfuly Updated
Add Records
Delete Case
4

Scan CAC or Search Marine

Successfully Deleted the case

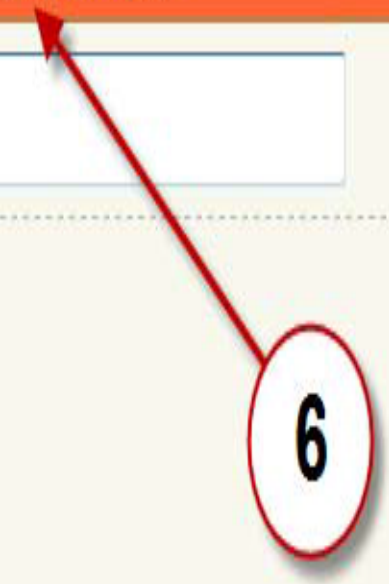
Bar Code / EDIPI :

Last Name:

First Name:

Grade: PVT (E1)

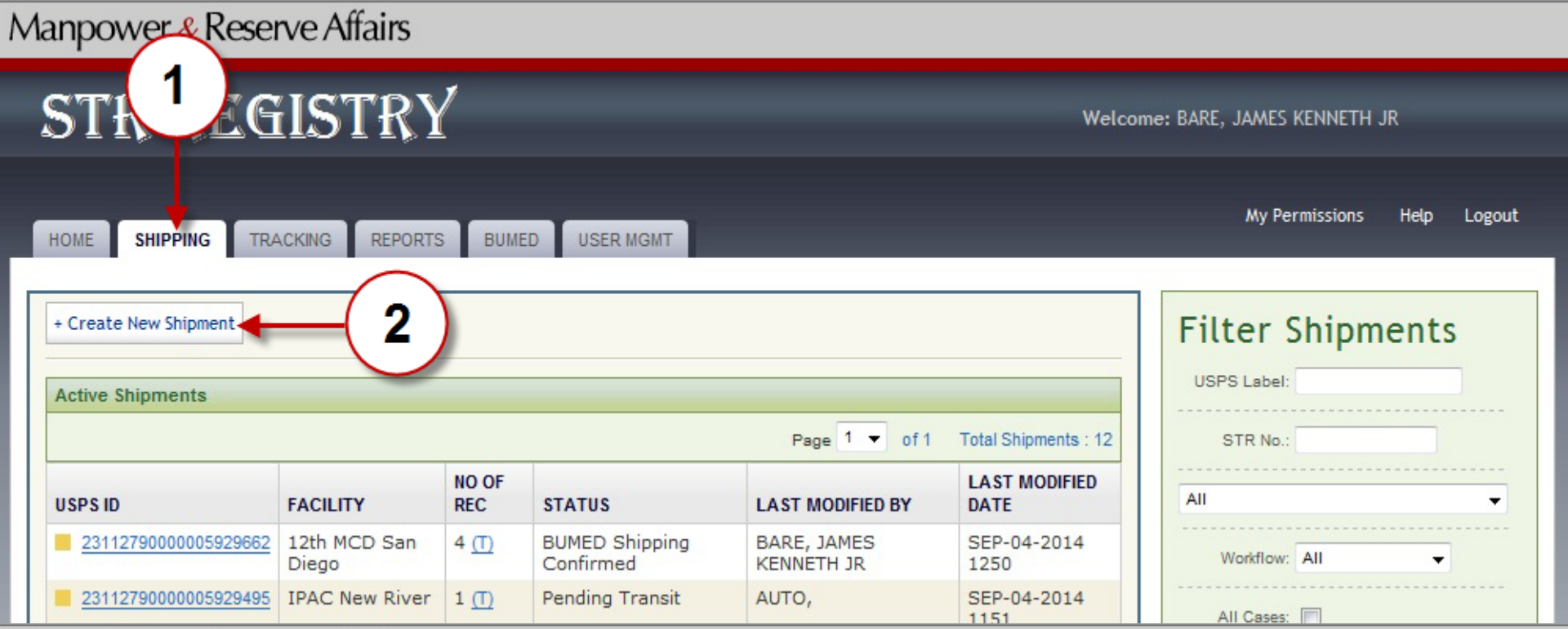
Search Marine

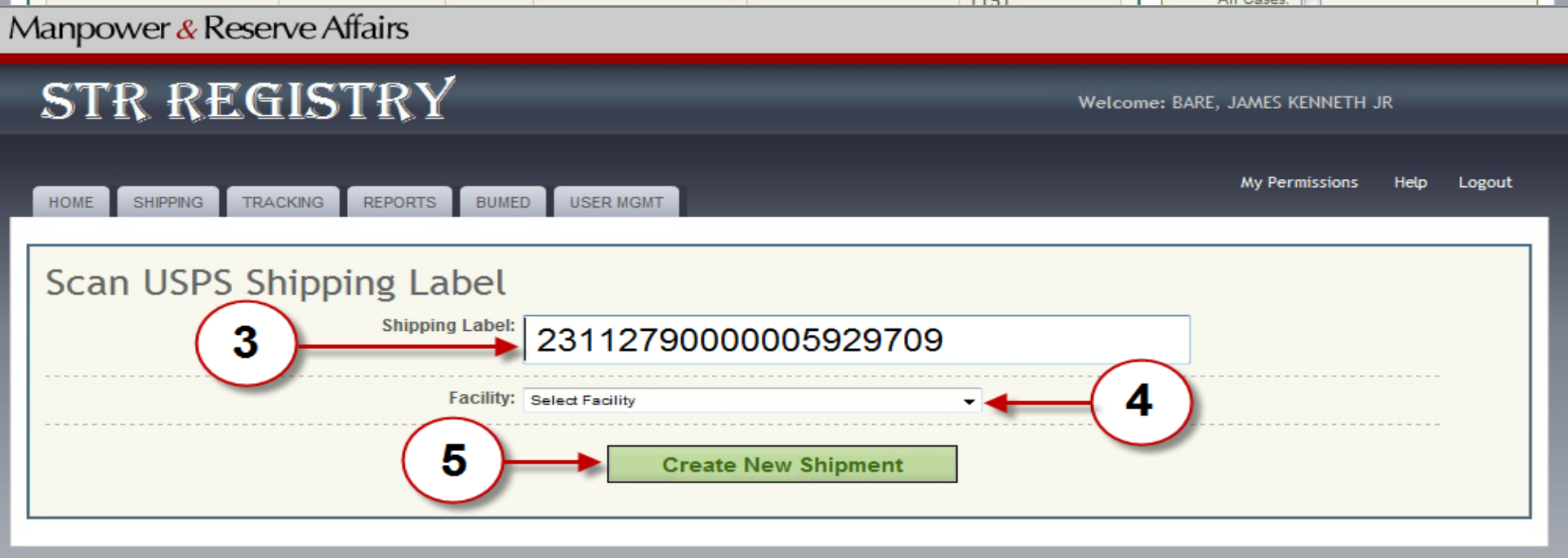


CREATE A SHIPMENT

1. Click the ‘Shipping’ tab.
2. Click ‘Create New Shipment’.
3. Using the barcode scanner, scan a USPS Signature Confirmation Label.
4. Select ‘Facility’.
5. Click ‘Create New Shipment’.

NOTE: If you are assigned to a facility, the facility field will be selected automatically


Manpower & Reserve Affairs
STR REGISTRY
1
Welcome: BARE, JAMES KENNETH JR
My Permissions
Help
Logout
HOME
SHIPPING
TRACKING
REPORTS
BUMED
USER MGMT
+ Create New Shipment
2
Active Shipments
Page 1 of 1
Total Shipments : 12
USPS ID
FACILITY
NO OF REC
STATUS
LAST MODIFIED BY
LAST MODIFIED DATE
2311279000005929662
12th MCD San Diego
4 (T)
BUMED Shipping Confirmed
BARE, JAMES KENNETH JR
SEP-04-2014 1250
2311279000005929495
IPAC New River
1 (T)
Pending Transit
AUTO,
SEP-04-2014 1151
Filter Shipments
USPS Label:
STR No.:
All
Workflow: All
All Cases:


Manpower & Reserve Affairs
STR REGISTRY
Welcome: BARE, JAMES KENNETH JR
My Permissions
Help
Logout
HOME
SHIPPING
TRACKING
REPORTS
BUMED
USER MGMT
Scan USPS Shipping Label
3
Shipping Label:
2311279000005929709
Facility:
Select Facility
4
5
Create New Shipment

ADD RECORDS TO A SHIPMENT

1. Scan barcode on the Record.
2. As Records are added to the Shipment, they will be displayed in this grid. Repeat step 1 until the shipping box is full.
3. When the box is full, click ‘Ready for Postal Pickup’.

NOTES:

- **When using the barcode scanner, you do not need to click ‘Submit’…the scanner performs this function for you.**

- **If the barcode scanner is inoperative, you can copy and paste the Record ID number into the Shipping Label field, then click ‘Submit’.**

USPS Tracking ID:	2311 2790 0000 0592 9709			Facility:	RFL CO I 3RD BN 23RD MAR REGT	Tracking Status:	Partially Boxed
Created By:	BARE, JAMES KENNETH JR	Create Date:	SEP-12-2014	Last Modified By:	BARE, JAMES KENNETH JR	Last Modified Date:	SEP-12-2014

Shipping Details (Total Records : 1)

Print

Successfully Submitted

1

Scan Record : 2014091200000511 Submit

2

NAME	GRADE	MED/DEN-VOLUME	STATUS	LAST MODIFIED BY	LAST MODIFIED DATE
☒ HUNT JR, ANDRE L	E4	MEDICAL-2	Boxed	BARE, JAMES KENNETH JR	SEP-12-2014 1651

You can also copy & paste this number

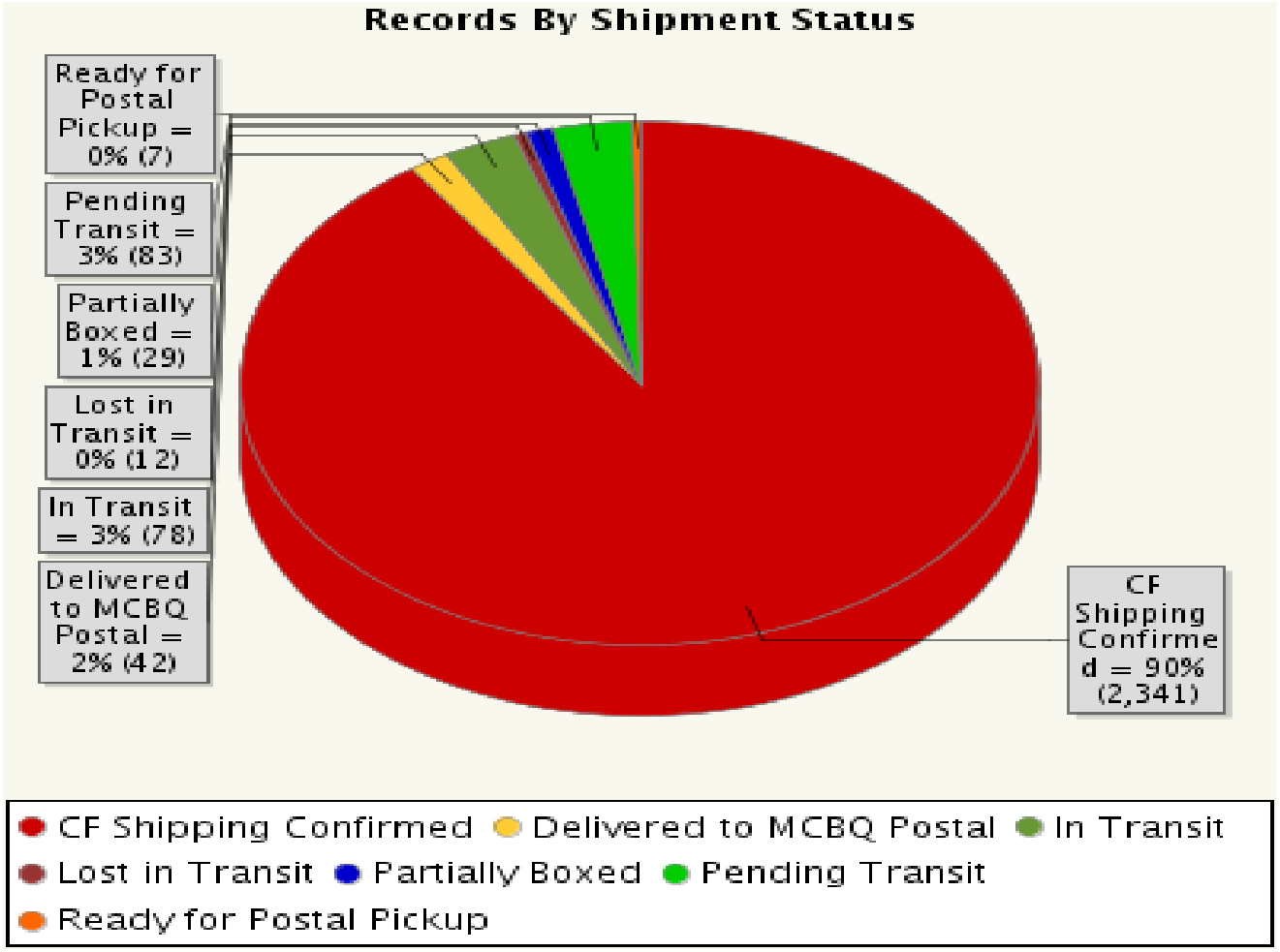
Ready for Postal Pickup

3

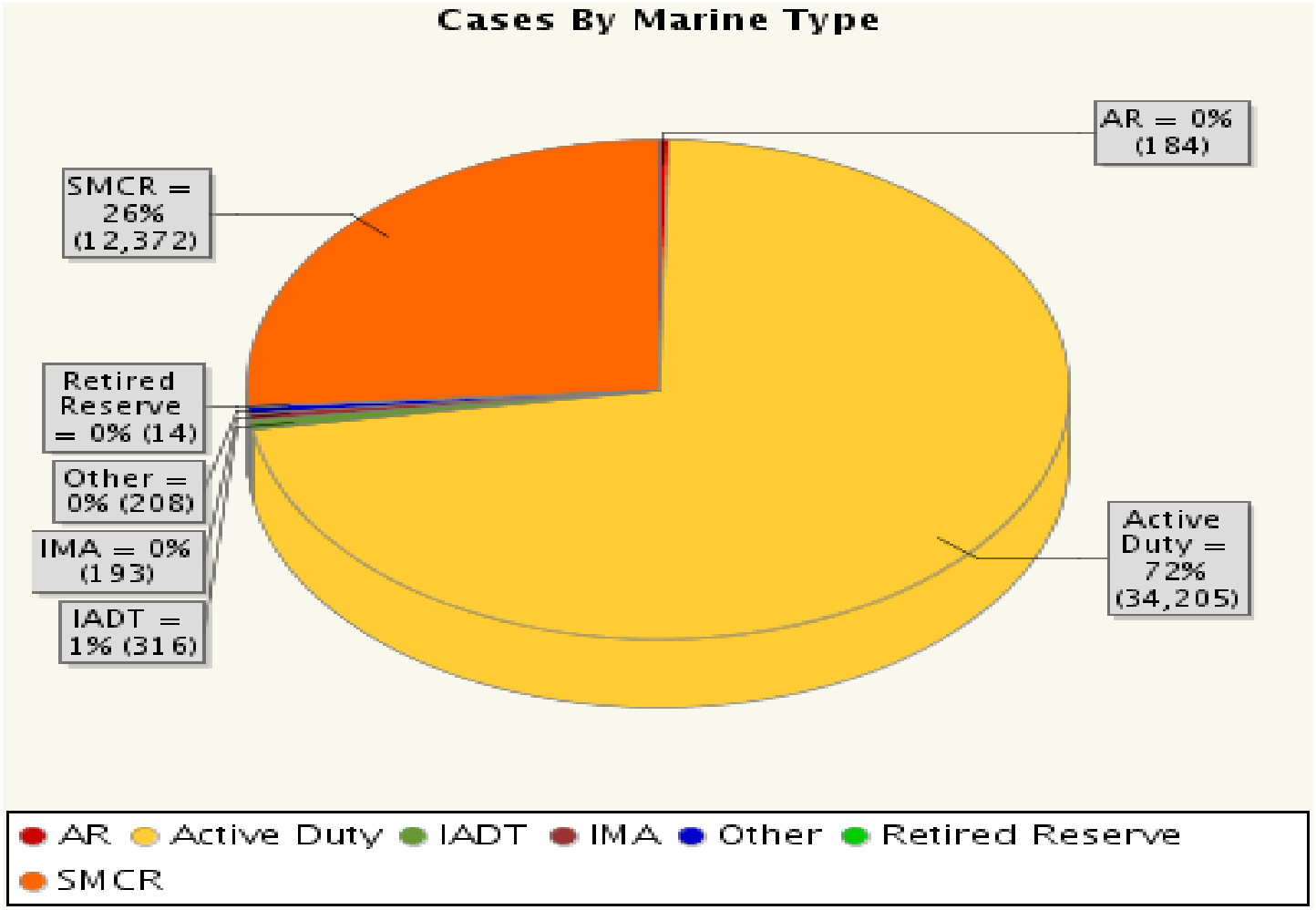
Pending Records at RFL CO I 3RD BN 23RD MAR REGT (Total : 1)

NAME	GRADE	MED/DEN-VOLUME	LAST MODIFIED BY	LAST MODIFIED DATE
HUNT JR, ANDRE L (2014091200000511)	E4	DENTAL-1	BARE, JAMES KENNETH JR	SEP-12-2014 1316

HQMC REPORTS BY SHIPMENT

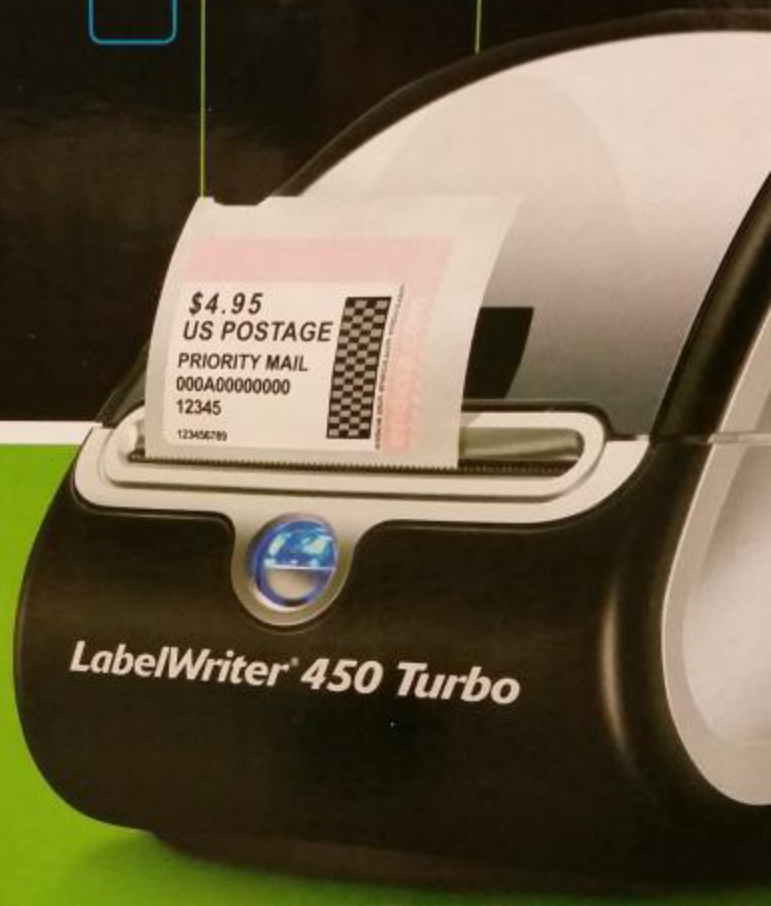

Records By Shipment Status
Ready for Postal Pickup = 0% (7)
Pending Transit = 3% (83)
Partially Boxed = 1% (29)
Lost in Transit = 0% (12)
In Transit = 3% (78)
Delivered to MCBQ Postal = 2% (42)
CF Shipping Confirmed = 90% (2,341)
CF Shipping Confirmed
Delivered to MCBQ Postal
In Transit
Lost in Transit
Partially Boxed
Pending Transit
Ready for Postal Pickup

HQMC CASES BY MARINE TYPE



Honeywell

DYMO



High-Speed Label and Postage Printer for PC and Mac®

LabelWriter® 450 Turbo

71 Fast: Prints 71 labels per minute*

Print USPS® postage desk

*4-line address labels

POINTS OF CONTACT

HQMC STR Central Cell
Helpdesk: 703-432-1157-1135

Send questions to OMB
MFRAAU@USMC.MIL

Available by phone
(504) 697-7268 / 7269 / 7270 / 7271 / 7272

QUESTIONS?